

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES SERVICES FOR PERSONS WITH DISABILITIES	Policy 6.04.04
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Southwestern Community College is committed to providing full and equal access for all persons with a disability. The College meets the goal of equal access through appropriate institutional planning, barrier removal and by providing reasonable and appropriate accommodations to students with disabilities.

For purposes of this Policy, the following definitions shall be used:

1. Auxiliary Aids – includes, but is not limited to: brailled and taped material, interpreter and other aids for persons with impaired cognitive, sensory, motor or speaking skills.
2. Accommodations – includes, but is not limited to: the use of auxiliary aids in classroom settings; allowances for time and energy level considerations such as reduced course loads; additional time for taking exams; substitutions of other acceptable assignments, courses, tests or test formats when necessary to ensure equal access for individuals; physical modifications such as ramps, elevators, lifts, curbs cuts, etc.
3. Person with a Disability – a person who has a physical or mental impairment that substantially limits one or more major life activity, has a record of such an impairment, or is regarded as having such an impairment - as defined by the Americans with Disabilities Act (ADA).
4. Physical Condition – means any physical condition, anatomic loss or cosmetic disfigurement which is caused by bodily injury, birth defect or illness.
5. Mental Condition – includes: (1) developmental disabilities such as mental retardation, autism, or any other neurological conditions; (2) an organic or mental condition that has substantial adverse effects on an individual's cognitive or volitional functions, such as central nervous system disorders; significant discrepancies among mental functions of an individual, including any mental or psychological disorder, such as head injury; emotional or mental illness; and specific learning disabilities. The term mental disability does not include active alcoholism or current drug addiction and does not include any mental condition, disease, or defect that has been successfully asserted by an individual as a defense to any criminal charge.
6. Major Life Activities - means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working and experiencing leisure. Has a record of such condition-means that one has a history of or is regarded as having a mental or physical condition that substantially limits one or more major life activities.

The College's Disability Services Coordinator accommodates and facilitates the provision of services to students with documented disabilities. A student may voluntarily register with the

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Disability Services Coordinator by completing the necessary forms and providing the necessary documentation. It is the responsibility of the student to make his or her physical or mental disability known and to timely request reasonable academic or physical accommodations. Persons with disabilities are still expected to meet the academic requirements of any course in which the student is enrolled.

Services offered to students with disabilities are designed to provide equal access to College courses, programs and activities for those students, as well as to promote retention and maintenance of good academic standing. Services including appropriate classroom accommodations are provided when deemed necessary and reasonable for a particular student and are determined on a case-by-case basis through collaboration with the student and the disability services coordinator. A formal Accommodation Letter is written, signed by both student and coordinator, and provided by the student to their instructors. Reasonable accommodations include but are not limited to academic modifications and auxiliary aids.

Each student requesting reasonable accommodations must provide current, comprehensive documentation of their disability by qualified professional. Information regarding a student's disability is not obtained through the admissions process. Therefore, all documentation of disability should be sent directly to the Disability Services Coordinator. Disability-related information and records are maintained separately from academic records and are regarded in a confidential manner as outlined in the Family Educational Rights and Privacy Act of 1974.

In determining appropriate accommodations for a student, the College is not required to provide accommodations that would create an undue burden on the College. To this extent, the College does not offer accommodations or support services that:

- a. Fundamentally alter academic requirements for a degree program, course requirements or basic pedagogy;
- b. Guarantee the student success or that require the College to be responsible in making the student successful; or
- c. Require the College to pay or provide for items or services of a personal nature, including but not limited to personal care assistance, private transportation, or educational supplies used by all students;

New construction and renovations to campus facilities are designed to comply with the laws governing ADA.

Grievance Procedure

Students may appeal a decision of the College related to disability accommodations and service, as well as other disability related complaints, through Policy 6.03.05 – Student Grievance.

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Cross Reference: 6.03.03 – Discrimination and Unlawful Harassment;
 6.03.05 – Student Grievance

Revised: January 26, 2021